

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

September 11, 2002

Prepared by: Ivonne Guzman-Cicero

Approved: January 8, 2003

Members Present

Tony Dickerson
Joe Guerrero
Ivonne Guzman-Cicero
Analisa Bevan
Teresa Medeiros

Guests Present

Members Absent

Charles Ross
Stephanie Hernandez
Russell Grace
Judy Yee

The meeting was called to order at 9:45 a.m. It was held via videoconference between the Cal/EPA Headquarters Building located in Sacramento and ARB El Monte offices. Upcoming meetings will be held via videoconference. In Sacramento, Conference Room 550 has been reserved through November and in El Monte, Conference Room 111, A&B in Annex 2 has been reserved through November.

APPROVAL OF PREVIOUS MINUTES

The committee postponed the approval of August minutes to give opportunity to all members and Gayle Yost to review the second draft.

EQUAL EMPLOYMENT OPPORTUNITY REPORT

Nothing was reported this month.

DISABILITY ADVISORY COMMITTEE REPORT

Nothing was reported this month.

ONGOING EEOAC PROJECTS

The DAC committee continues organizing the disability awareness event for both locations in Sacramento and El Monte. In El Monte, an employee survey was distributed to determine the areas of major interest.

CONTINUING (OLD) BUSINESS

Career Decision Making Seminar

Both El Monte and Sacramento will be scheduled for a 9:30 a.m. start time to assist for those people who are traveling.

- Jil Harling, Liz Loya, and Carol Del Toro from the Office of Human Resources will be speaking for approximately 10 minutes at both locations. Currently Liz Loya is schedule to speak on the Examination process although this could change. The upward mobility tools portion of the presentation will take approximately 20 to 30 minutes in the schedule.
- The general criteria for a selected speaker would be someone who can serve as a role model because of their positive experiences with the process.
- El Monte has the list of possible speakers, they will be invited to participate next week. Sacramento and El Monte will work separately in coordinating local speaker that have used the upward mobility tools.
- Analisa recommended that members of each panel meet before and know what they are going to talk about.
- There was a discussion concerning the need for transparencies or PowerPoint slides to help the event. It was decided to keep the event informal and let the speakers decide how they want to present.
- The roll of the panel moderator will be to introduce the panel, keep the panel on track and moving. Keep questions between five to ten minutes to maintain the seminar within schedule.
- Tony Dickerson will ask Stephanie to post the seminar agenda and the flyer on the inside ARB web site one day before the event.
- The letter to encourage management support of the seminar has been sent out through Mike Kenny. This was electronically distributed to all managers.
- Tony Dickerson will communicate to Stephanie Hernandez about a seminar evaluation form to obtain any committee and attendee comments about the seminar.

NEW BUSINESS/OPEN AGENDA ITEMS

There is not new business at this time.

ADJOURN

The chairperson adjourned the meeting at 10:15 a.m. The next meeting will be Wednesday, October 9, 2002.